

BLUE SLIP

*Comm 2*

General Carter

Attached is a proposed letter to Honorable J. Edward Day, Postmaster General, in reply to his letter of 24 June 1963 to Mr. McCone, concerning the use of the Postal ZIP Code. Attached also, for your information, is a copy of an implementing Notice which I propose to issue immediately.

Request your signature.

  
L. K. White

2 JUL 1963

EA-DD/S:RBF:maq (2 Jul 63)

Distribution:

- Orig - DDCI w/O & 4 ccys of DD/S 63-2811 and ccy of DD/S 63-2814
- ✓ 1 - DD/S Subject w/ccy of DD/S 63-2811
- 1 - DD/S Chrono

DD/S 63-2811: Ltr dtd 12 Jul to Honorable J. Edward Day fm Marshall S. Carter  
re Postal ZIP Code

DD/S 63-2814: Proposed HN     , subj: AGENCY PARTICIPATION IN ZIP CODE PROGRAM

TRANSMITTAL SLIP		DATE 2 July 1963
TO: Colonel White		
ROOM NO.	BUILDING	
REMARKS:		
<p>Recommend your initials and signature.</p> <p>RBF</p>		
FROM:		
ROOM NO.	BUILDING	EXTENSION

63-5170/a

Honorable J. Edward Day  
Postmaster General  
Washington, D. C. 20260

Dear Ed:

Thank you for your letter of June 24, 1963 concerning the use of the Postal ZIP Code. We have arranged to start using immediately the code number assigned to this Agency.

You may rest assured that this Agency will cooperate fully in all practicable action which will contribute to the success of the ZIP Code program.

Sincerely,

John A. McCone  
Director

EA-DD/S:RBF:maq (2 Jul 63)

Rewritten O/DDCI/MSCL:lcw (3 Jul 63) (for Director's signature)

Distribution:

Orig & 1 - Adse

1 - Signing Official

1 - ER w/basic

2 - DD/S (sully), chano

(Concurred in as originally prepared by LK White (DD/S) on 2 Jul 63)

## ADMINISTRATIVE - INTERNAL USE ONLY

This Notice Expires 1 July 1964

LOGISTICS

HN-


## AGENCY PARTICIPATION IN ZIP CODE PROGRAM

1. The Postal Zoning Improvement Plan known as the ZIP Code program became effective on 1 July 1963. As part of the program each Federal agency has been assigned a code number which is to be used as part of its mailing address instead of the "Washington 25" zone number used heretofore.
2. The code number for this Agency is 20505. Effective immediately it will be shown as part of the Agency mailing address on all stationery, envelopes and forms used in unclassified correspondence going outside the Agency. Placement of the ZIP Code in the address should be as follows:

Central Intelligence Agency  
Washington, D.C. 20505

As existing supplies of stationery and forms are exhausted, replacements will include the code as part of the printed address.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

  
L. K. WHITE  
Deputy Director  
(Support)

2 JUL 1963

DISTRIBUTION: AB

ADMINISTRATIVE - INTERNAL USE ONLY

XX

20505

DD/S 63-2811

Honorable J. Edward Day  
Postmaster General  
Washington, D.C. 20260

Dear Mr. Day:

Thank you for your letter of June 24, 1963 to Mr. McCone, concerning the use of the Postal ZIP Code. We have arranged to start using immediately the code number assigned to this Agency.

I believe the ZIP Code program represents a significant step in increasing the efficiency of postal operations, and this Agency will cooperate fully in all practicable action which will contribute to its success.

Faithfully yours,

Marshall S. Carter  
Lieutenant General, USA  
Deputy Director

EA-DD/S:RBF:maq (2 Jul 63)

Distribution:


Orig & 1 - Adse

1 - Signing Official

1 - ER w/basic

✓ 2 - DD/S<sup>Chrono</sup>, Subject

CONCURRENCE: 2 JUL 1963  
(Date)

  
L. K. White  
Deputy Director  
(Support)  
2 JUL 1963

*Commons 2*

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM			
UNCLASSIFIED	CONFIDENTIAL	SECRET	
CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP			
TO	NAME AND ADDRESS	DATE	INITIALS
1	Director of Logistics		
2			
3			
4			
5			
6			
<input checked="" type="checkbox"/>	ACTION	<input type="checkbox"/> DIRECT REPLY	<input type="checkbox"/> PREPARE REPLY
	APPROVAL	<input type="checkbox"/> DISPATCH	<input type="checkbox"/> RECOMMENDATION
	COMMENT	<input type="checkbox"/> FILE	<input type="checkbox"/> RETURN
	CONCURRENCE	<input type="checkbox"/> INFORMATION	<input type="checkbox"/> SIGNATURE
Remarks:			
<p style="text-align: center;">For preparation of an Agency Notice <i>BEAMED</i> AT OFFICIAL CORRESPONDENCE.</p>			
FOLD HERE TO RETURN TO SENDER			
FROM: NAME, ADDRESS AND PHONE NO.			DATE
Acting Executive Assistant to the Deputy Director (Support)			24 JUN 1963
	UNCLASSIFIED	CONFIDENTIAL	SECRET

STAT

FORM NO. 2-61 237 Use previous editions (40)  
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A-EA-DD/S:RHW:maq (24 Jun 63)

Distribution:

Orig - D/LO w/O of DD/S 63-2684

✓ 1 - DD/S Subject w/IT of DD/S 63-2684

1 - DD/S Chrono

DD/S 63-2684: Memo dtd 15 Jun 63 to Heads of Exec. Depts. and Establishments fm

[ ] subj: The Postal Zoning Improvement Plan of the  
Post Office Department (circular No. A-59)

STAT

Approved For Release 2003/04/29 : CIA-RDP84-00780R000100260008-7

STAT

Approved For Release 2003/04/29 : CIA-RDP84-00780R000100260008-7



Office of the Postmaster General  
Washington, D. C. 20260

June 24, 1963

63-5170

Honorable John A. McCone  
Director of Central Intelligence  
Washington, D. C. 20505

Dear John:

As you have been so well informed by Circular A-59 of the Bureau of the Budget, our Postal ZIP Code will go into effect on July 1.

I am sure you will agree that in spite of the outstanding co-operation already indicated by business and industry throughout the country, Government Departments and Agencies should be the leaders in adopting and utilizing the code on all outgoing mail and certainly as part of the return address on stationery and envelopes.

For your information, and that of the appropriate mailing divisions of your Department, 20505 will be your own ZIP Code. Your use of it immediately will be a major factor in accelerating public acceptance and use.

Those concerned with your own mailing activities will receive detailed information as to the application of the ZIP Code to your outgoing mail from our technicians.

I very much appreciate your cooperation and joint leadership in this major program to effect long-range economies and efficiencies in mail service.

Sincerely,

Postmaster General

63-5170



1 July 1963

[redacted]

Colonel White inquired about a letter from Postmaster General Day concerning the new ZIP code. We received the letter from ER on Friday and forwarded to Logistics for action. Inasmuch as the letter did not call for a reply I did not keep a copy. I have requested Logistics to send me a copy of the letter for Colonel White soonest. (It is still in transit.)

Prior to receipt of Mr. Day's letter, on 20 June, we received a BOB circular No. A-59 which spelled out the new system. [redacted] requested that I check with Logistics to determine if they had already received it. They had not. On 24 June we forwarded the circular to D/L with the request that they prepare an Agency Notice, beamed at official correspondence.

After Colonel White's inquiry this morning I checked on the status of the proposed Notice and learned that it is being worked on but that there are security factors involved which will have to be resolved prior to publication.

The new system is effective today, 1 July, but the first word received in this office was receipt of the circular (from the Comptroller) on 20 June.

Miriam

## EXECUTIVE OFFICE OF THE PRESIDENT

## BUREAU OF THE BUDGET

Washington, D. C., 20503

June 15, 1963

CIRCULAR NO. 4-69

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: The Postal Zoning Improvement Plan of the Post Office Department

1. Purpose. This Circular provides information concerning a postal zoning improvement plan known as the ZIP Code program, and outlines the responsibilities of Federal agencies for participating in the program.
2. Description of ZIP Code. ZIP Code is an expansion of the present postal delivery zone system. It has been designed by the Post Office Department to provide a uniform coding arrangement by which mail may be mechanically pre-sorted by the mailer and more speedily handled by postal employees, thus accelerating distribution, transportation, and delivery. Attachment A to this Circular explains the system in more detail.
3. Business and public participation. The ZIP Code program is a major, nationwide effort by the Post Office Department, to be initiated July 1, 1963. Once in effect, it will improve mail service and reduce Post Office costs. Both the business community and the public are being urged to cooperate with and participate in the program, and it is important that Federal agencies do so as well.
4. Assignment of ZIP Codes to Federal agencies. Shortly after release of this Circular, the Post Office Department will furnish the proper ZIP Codes to agencies in the Washington, D. C. metropolitan area. Agencies or installations outside the Washington, D. C. metropolitan area should contact the local postmaster to obtain their ZIP Codes.
5. Participation by Federal agencies. Agency participation will consist of the following steps:
  - a. Effective upon receipt of notification by the Post Office Department, each agency will include the appropriate ZIP Code as part of its printed address when ordering stationery, envelopes, and forms. Placement of the ZIP Code in the address should be in the manner shown in the heading of this Circular. Existing supplies of stationery, envelopes, and forms will be used, without alteration, until exhausted.

(No. 4-69)

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b. Each agency is requested to develop plans and procedures for including the addressee's ZIP Code, to the extent practicable, on its outgoing mail. Directories listing ZIP Codes will be available for reference, as set out in Attachment A, section 6.

c. Agencies that have a large outgoing mail volume and that utilize automatic data processing (ADP) equipment to process mail, may, after appropriate study, be requested by the Post Office Department to pre-sort their mail into ZIP Code sequence. Agencies in this category will be contacted by representatives of the Post Office Department and are requested to cooperate fully in discussing, planning, and implementing system changes that will contribute to the success of the ZIP Code program.

6. Assistance from Post Office Department. Assistance in carrying out the ZIP Code program may be requested from the Customer Relations Division, Post Office Department, Washington, D. C. 20260. Matters of a purely local nature should be taken up with the local post office through the postmaster.

KERMIT GORDON  
Director

Attachment

(No. A-59)

POSTAL ZONING IMPROVEMENT PLAN  
FACT SHEET

1. Definition. ZIP Code is a five-digit, numerical mail distribution code that will replace and expand the present postal delivery zone system. It will greatly simplify the process of mail handling in post offices, and at the same time speed service and cut costs.
2. Assignment of ZIP Codes. A separate code number will be assigned to each post office. In the 207 cities with local postal zones, the first three digits of the ZIP Code will identify the city, and the last two digits will be the local zone number. In unzoned areas, the first three digits will identify the main focal points of air, highway, and rail transportation--known in the postal service as sectional centers. The last two digits will identify individual post offices served by sectional centers, or delivery stations attached to such post offices. Where appropriate in either zoned or unzoned areas, assignment of numbers to large firms, Government agencies, large buildings, and other major delivery points will also be made.
3. Example of the ZIP Code numerical breakdown. Suppose you live in the 3300 block of North Dinwiddie Street in Arlington, Virginia. Your present address is in Zone 7. Your ZIP Code will be 22207. The first numeral--2--designates one of ten national service areas, consisting, in this case, of the District of Columbia and the States of Maryland, Virginia, West Virginia, North Carolina and South Carolina. The second digit--2--identifies the service area subdivision, or, in this case, a portion of the State of Virginia. The third digit--2--identifies Arlington, Virginia. The last two digits--07--identify the postal zone for that address.
4. Participation by large-volume mailers possessing automatic data processing (ADP) equipment. ZIP Codes are designed for use with ADP equipment, and the program stresses pre-sorting of mail by private business firms and Government agencies that have large mail volumes and possess such equipment. A customer of this type will arrange his mailing lists in sequence, using the code. His own ADP equipment will sort his mail by the code to its destination points. The degree and type of pre-sorting will vary depending on the nature and density of the mailing: to all five digits for a nationwide, heavy-density mailing; to the first three digits for a nationwide, light-density mailing; or to the last three digits for a local mailing. The mail will then be bundled and pouched and delivered to the originating post office. In many cases, non-local mail will go directly from the post office of origin to train, air, and truck terminals for immediate dispatch to the large city, sectional center,

(No. A-59)

or post office of destination, by-passing as many as six mail-handling steps. Pre-sorted local mail will by-pass several handlings in the local post office.

5. Public participation. Each citizen will be asked to become familiar with the ZIP Code of his own address, and to include that number in his return address on all correspondence. This will help addressees to become familiar with the sender's ZIP Code, and, in the case of correspondence to large-volume mailers, will facilitate incorporation of ZIP Codes into mailing lists without time-consuming searches of post office directories. The public will also be urged, when addressing mail, to include the ZIP Code of the addressee. This will help speed the manual mail handling process in post offices, and will provide the basis for future mechanization of that process.

6. Reference materials available. On July 1, 1963, the following Post Office Department publications will be available for the reference of ZIP Code users:

a. Directory of Post Offices, 1963 edition. This will contain a ZIP Code for each post office in the United States. It may be obtained, at \$2.50 per copy, from the Superintendent of Documents, Government Printing Office, Washington, D. C. 20402.

b. Individual ZIP Code directories for the 207 cities having postal zones. These will supplement the Directory of Post Offices by further breaking large cities into specific ZIP Codes for postal zones or other delivery units. They may be obtained, at no charge, from the postmaster of the city for which a directory is desired, or from Headquarters Services Division, Post Office Department, Washington, D. C. 20260.

By July 31, 1963, a ZIP Code directory will be available for each State. These will supplement the Directory of Post Offices by incorporating the material contained in the zoned city directories and by further breaking various unsorted cities and areas into delivery stations or other sub-units. They may be obtained, at prices to be determined, from the Superintendent of Documents, Government Printing Office, Washington, D. C. 20402.

(No. A-59)